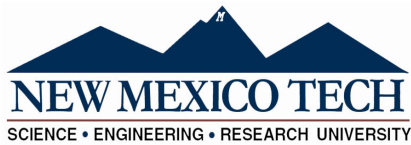


Posted: March 19, 2024



POSITION ANNOUNCEMENT

TITLE: ROOF & KEY SHOP BUILDING MAINTENANCE

DEPT: FACILITIES MANANGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$16.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Perform routine tasks (key cutting, cataloging, distribution, roof maintenance) with supervision. Work under the direction of supervisor and/or higher level associate(s) on more complex tasks such as door and window installations, major roof repairs and installations, etc.

JOB FUNCTIONS:

Key cutting	10%	
Locksmithing	10%	
Roof installation, repair, and maintenance	40%	
Door and window installation, repair, and maintenance		30%
Other duties as required	10%	

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Able to read, write and comprehend written and oral instruction. A pre- employment drug screen required up on hire.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 90%	Sitting 10%	Walking 10%	Pulling 10%
Pushing 10%	Lifting 15%	Stooping 10%	Kneeling 15%
Crawling 5%	Climbing 5%	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu